

# Registering in the Calendar of Events

When a person, whether they are an LEA staff member, vendor, or community member, would like to register for an ADE Event, they may sign-up for an ADEConnect account.

They will only have access to the Calendar system; there is no need for the LEA to provide an account unless the individual needs access to other applications in ADE Connect.

## ✓ Verify Your ADEConnect ID


Do you have an ADEConnect Account?

Yes

No

If you do not have an ADEConnect account or only use your Student Information System to access ADEConnect, you are required to create an ADEConnect sign-in account to access Calendar of Events. Once you have completed the ADEConnect registration process, you will need to add the event to your cart again. You will need to perform this registration step only once for all future registrations.

## ADEConnect Registration Form

<b>First Name:*</b>	<b>Middle Name:</b>	<b>Last Name:*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mailing Address (Line 1):*</b>		<b>Address (Line 2)</b>
<input type="text"/>		<input type="text"/>
<b>City:*</b>	<b>State:*</b>	<b>Zip:*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone:*</b>	<b>Phone Type:</b>	
<input type="text"/>	<input type="text"/>	
<b>Date of Birth:*</b>		
<input type="text"/>		
<b>Email Address:*</b>	<b>Confirm Your Email Address:*</b>	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> I'm not a robot		
		
<input type="submit" value="Submit"/>		

If they need an account, they just click on No and a template will pop up to complete which will set them up and allow them to register.

The ADE has been working on a universal system to assist in providing quality professional development opportunities to Arizona educators through blackboard, webinars, trainings, workshops and conferences in amore streamline manner, part of this is the new calendar system. Each participant will be able enroll in an event, tracking PD hours, providing a transcript to assist educators when they go through renewing their certification, which is why each participant must enroll themselves.

## Billing Information

Total Amount Due: \$395

Billing Organization Details

Organization/District Name: (If Applicable)

Entity ID: (If Applicable)

Send Invoice To (Billing Contact)

First Name\*

Middle Name

Last Name\*

Address\*

City\*

State\*

Zip\*

Email Invoice To\*

Phone Number\*

Download W-9 Tax Form: (A W-9 is needed by some organizations to allow payments.)

Download W-9

Payment Type

Method of Payment: Purchase Order \*

Purchase Order Number\*

PO Date\*

Choose PO to Upload\*

Choose File No file chosen

### Important!

- Your enrollment is not guaranteed until you confirm your registration and have paid for the event (if applicable).
- Please add [ems-notifications@red.gov](mailto:ems-notifications@red.gov) to your address book to ensure that our emails reach your inbox.
- For Payment Type Check/P.O. the payment needs to be verified within 10 days or this registration will be cancelled.

**During registration, participants need to complete the billing information with their LEA's financial/accounting staff contact information and Invoices will go to them; however, if the information is filled out with the participant's contact information, then the participant will get the invoice.**

This new system will allow LEAs to pay with charge cards.

**When paying with a P.O. or check, be sure to upload a copy of the P.O. or check.**

**When registering 10 days before the conference, you can only pay with a credit card.**